



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

“Junior Accounting Payables”
Centre for Genomic Regulation (CRG)

The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the '[HR Excellence in Research](#)' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

The role

The **Junior Accounting Payables** is responsible for autonomously executing and supporting part of the accounts payable cycle processes, ensuring the quality, integrity and traceability of the information recorded in the system.

The role sits between a support function and a fully accountable position, assuming greater operational responsibility and review capability, but under the supervision of the Payables team. Its mission is to contribute to the efficiency of the accounts payable process, guaranteeing the correct registration of invoices, the reliability of the information and an adequate dialogue with internal users and suppliers.

Key Responsibilities:

- 1) Invoice management and recording
 - Register supplier invoices in the ERP system, ensuring correct coding and basic validation
 - Verify the consistency of information (amount, vendor, PO, etc.) before registration
 - Track pending or incomplete invoices
- 2) Operational control and monitoring
 - Keep the invoice register updated and ensure document traceability in the ERP
 - Support in the identification of incidents (duplicate invoices, errors, incomplete data)
 - Track Expected Invoices Not Received
- 3) Payment Process Support
 - Prepare information for payment processes under supervision
 - Support basic supplier account reconciliations
 - Collaborate on tracking payment deadlines
- 4) Support for users and suppliers
 - Manage basic inquiries from suppliers and internal users
 - Escalate complex incidents to the Payables team
 - Support in the resolution of operational incidents





- 5) Processes and operational improvement
 - Detect recurring incidents and propose operational improvements
 - Collaborate in the improvement of internal procedures
 - Contribute to the cleaning and maintenance of data in systems
- 6) Using Tools and ERP
 - Keep the information in the ERP up to date
 - Ensure correct digital archiving and documentation
 - Support in the improvement of the use of digital tools

About the team

The Billing Payables area is part of the Accounting, one of the three areas in which the Finance Department is organised.

The Finance Department aims to provide effective planning, management and control of the CRG's financial resources necessary for the achievement of world class research. It provides timely, accurate and reliable financial information and administers responsive procurement services to researchers, while ensuring compliance with regulations and protecting CRG assets.

The Billing Payables area is responsible for receiving, processing, verifying, and reconciling all suppliers' invoices to record them and schedule payments, accordingly, ensuring payments are conducted in due time.

Whom would we like to hire?

Professional experience

Must Have

- "FP"/ bachelor's in business administration or related studies
- Six months of experience in similar tasks
- Previous experience at a public research centre
- Knowledge of Oracle or another ERP

Languages

- Fluent Spanish and Catalan
- Intermediate level of English

Technical skills

- You have advanced MS Office skills

Competences

- Organizational skills in tasks to be carried out
- Problem-solving. Demonstrate resilience and determination to solve incidents and challenges
- Proactive in day-to-day situations

The Offer – Working Conditions

- **Contract duration:** Temporary contract with the duration of 6 months
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales
- **Target start date:** July 28, 2026





We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and **promote a diverse and inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

Application Procedure

All applications must include:

1. A motivation letter addressed to Alicia Llamas.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Alicia Llamas and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVs. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.
- **Offer Letter:** Once the successful candidate is identified the People department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

Deadline: Please submit your application by **July 27, 2026**.

Suggestions: The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).

